

**Minutes of the Criminal Justice Information Sharing Executive Committee Meeting**  
**Thursday, June 14, 2007, 1:00 pm CDT**  
**Bureau of Criminal Investigation – Administrative Conference Room**  
**Bismarck, North Dakota 58503**

**Call to Order:** The meeting was called to order by Jerry Kemmet

**Executive Committee Members present:** Charles Placek – DOCR, Daryl Vance – Watford City PD, Nancy Walz – Information Technology, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO, Deborah Ness – Bismarck PD, James Boehm – State Radio

**Members absent:**, Sally Holewa – Supreme Court Department, Wade Enget - Mountrail County SA, Russ Timmreck – State Radio, Dave Kleppe - Highway Patrol, Pat Heinert – Burleigh County SO

**Others present:** Pam Schafer, Tina Radenz

## **Agenda**

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**Topic:** Approve May 10, 2007 Meeting Minutes

**Discussion:**

Motion to approve meeting minutes by Darryl Vance; Second by Chuck Placek. Unanimous approval.

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**Topic:** CJIS Architect Position

**Discussion:**

Pam discussed that she has been working on the job description for the CJIS (IT) Architect position and will have the job description approved by the CJIS Board. It is the intent to have the position posted by June 24, 2007 and to be run for three weeks. The committee had several suggestions to post the job announcement and to forward the job announcement to the committee to expand the outreach. These included the ND Ambassador web site, Council of State Government website. It was asked what the salary range was. The position is a pay grade of 14. It was questioned what the CJIS Budget could handle.

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**Topic:** SAVIN

**Discussion:**

Pam presented the overview of the SAVIN Grant. She is working with BJA on various areas of grants and is awaiting award or non-award of grant. Amy Vorachek, DOCR, presented her findings from the SAVIN Conference. She stated Arizona developed their SAVIN system or was in the process. The remaining entities were contracted with Appriss. Florida would be a very good contact for. Chuck stated Montana would be a good state to look to when we implement the SAVIN program. There are many unanswered questions yet to be determined with SAVIN and discussed based on the grants approval.

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**Topic:** CJIS Hub Portal Future

**Discussion:**

There was discussion on the CJIS Hub Portal. Pam had asked for a small committee to work with her and Cher to gather future requirements. Jerry felt it was this committee's responsibility to handle this. Chuck felt strategic direction needs to be set by the CJIS Board. Jerry feels the group should advise the board with recommendations after a presentation occurs. Nancy stated the board would provide a general philosophy on projects. It was suggested a meeting with the CJIS Board should occur. The discussion of the CJIS architect mixed with this and it was suggested maybe needed to increase salary. It was first felt to table the small committee and with further discussion it was determined to form a committee and to include members: James Boehm, Paul Hendrickson, Keith Witt, Dwight Offerman, Cher and Pam to be on the committee. This committee should be ad-hoc based as these individuals web based on the BPD Integration with CJIS Hub. The committee will present solutions to the Executive Committee.

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**Topic:** Review CJIS Program Status

**Discussion:**

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented by Pam and Tina. Information is available at <http://www.nd.gov/cjis/Committees/Executive.htm>

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**Topic:** Project Reviews

**Discussion:**

Local Law Enforcement Integration Project

Project is on hold as resource is assigned to the Court Protection Order project.

Protection Order Project

Expected implementation is August 3<sup>rd</sup>. Project is on budget and Stop grant was extended to August 3<sup>rd</sup>.

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**Topic:** Review CJIS Hub Users

**Discussion**

Two individuals approved and further information was requested on one individual

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**Meeting was adjourned at 3:10 p.m.**